

Retention and Classification Report

Agency: Morgan (Utah) (668)

90 West Young Street
P.O. Box 1085
Morgan, UT 84050
801-829-3461

Records Officer Julie Bloxham

28258	Cemetery deeds
28271	Cemetery maps
80332	City Council minutes

AGENCY: Morgan (Utah)

SERIES: 28258

3

TITLE: Cemetery deeds

DATES: 1900-

ARRANGEMENT: Alphabetical by owner name.

DESCRIPTION:

This series contains cemetery copies of deeds for cemetery plots in both Morgan Cemetery No. 1 (South) and Cemetery No. 2 (North). These records are kept in bound volumes and are used by cemetery staff to track ownership and burial rights for cemetery plots. The deeds typically list such information as the name of the purchaser, the date of purchase, the location of plot (s), the number of plots, the amount paid, and the signatures of the mayor and recorder certifying the record.

The earliest deeds are hand-written copies, but later deeds are duplicates filled out on standardized forms. A number of other documents are inter-filed in the books. These documents are typically related to the deed with which they are filed and include such things as duplicate copies of deeds, receipts, plot maps, record of ownership transfers .

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Morgan (Utah)

SERIES: 28258

TITLE: Cemetery deeds

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This series has permanent legal and historical value as documentation of plot ownership and burial rights in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan (Utah)

SERIES: 28271

3

TITLE: Cemetery maps

DATES: 1931-

ARRANGEMENT: By size, thereunder numerical by cemetery, thereunder roughly alphanumerical by block

DESCRIPTION:

This series contains various maps used to document the location of plots and burials in Morgan City Cemeteries 1 (South) and 2 (North). The oldest surviving maps are ink-on-linen drawings. More recent maps are black or blue line copies on paper and ink on mylar. These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This series has permanent historical and legal value as documentation of the layout of the Morgan cemeteries and the location of burial plots.

AGENCY: Morgan (Utah)

SERIES: 28271

TITLE: Cemetery maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan (Utah)

SERIES: 80332

4

TITLE: City Council minutes

DATES: i 1868-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The city and town council minute book were created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed and then MICROFILM AND RETAIN ORIGINAL PERMANENTLY..

Microfilm master: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1868 through 1984. Retain in State Archives permanently.

APPRAISAL:

AGENCY: Morgan (Utah)

SERIES: 80332

TITLE: City Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public